

# Jamestown Philomenian Library

## **FIVE YEAR LONG RANGE PLAN 2000 - 2005**

### **MISSION STATEMENT**

*The mission of the Jamestown Philomenian Library is to respond to the needs of our island community by providing, for people of all ages, relevant and appropriate library materials, services and centers for meeting and learning. The Library seeks to educate, inform, entertain and enlighten through both traditional and new technologies.*

### **STATEMENT OF COMMUNITY NEEDS**

In the 1998 Comprehensive Town Survey, (31% response rate), the library must consider several major points in order to fulfill its community role. First, respondents gave the highest priority to preserving the small town character of Jamestown, (the 1990 Town survey called for the rural character of the town to be preserved); and second highest priority: to preserving the natural environment of the town. The subtle change in wording from rural to small town reflects the current and future reality of the town, namely, the continuing increase in population. Jamestown is not a town that has reached its peak in population growth. In 1991 the buildout prediction was that by 2020, the population would be 9000. Currently it is at about 6000 so the prediction of an expanding population in the next 5 years is a valid assumption. 15.9% of islanders have moved here in the last 5 years. The library, to meet the stated wishes of this expanding population, has to continue to provide personal, caring, individual service. Cooperative, helpful, neighborly qualities are characteristics of a small town. To meet the community's wish for preserving the natural environment, the library must maintain the building and grounds in a way that is consistent with an environmentally conscious community. Continuing to offer the library's rooms for civic and cultural meetings fosters the friendly interchange between library and community that is another definition of small town courtesy, helpfulness and neighborliness.

To return to the population figures for a moment: while the 19-45 age group in 1998 remained stable (42.4%) compared to 1990, there was a 33% increase in the 46-64 age group and a 16.2% increase in the over 65 groups. School age and teen populations appear to be increasing faster than pre-school. The working population of the island is a commuting population (76.1%). The island then is a place where personal, family and leisure lives are lived. The library with its educational, informational, entertainment and technological services and activities is well positioned to meet these community needs and to continue its commitment to give personal attention to individual needs.

### **LIBRARY HISTORY SINCE 1994**

The library addition opened to the public in July 1993; when the library expanded from 3,500 sq.ft. to 10,500 sq.ft., not including the partial basement for heating and cooling equipment. Our goals for a separate children's room, a quiet reading area, and adequate

meeting spaces were met.

Between 1994 and 1999, we achieved other significant goals. We now have three full-time professional librarians, our hours increased on Monday and summer Saturdays, and we established an endowment fund.

Problems with the heating, ventilation, and cooling system, the roof and poor drainage resulting from construction were corrected, through the establishment of a building committee to assist the Library Director with those tasks. A theft detection system was obtained with Champlin Foundations money in 1996. Additionally, the library is on its second computer network, thanks also to the Champlin Foundations. The newest Microsoft NT, can support eighteen computers, with sophisticated access to the Net and other information products.

In the area of direct service, we started two book discussion groups, began indexing the Jamestown Press and initiated the town's successful and on-going TV Turn-Off-Week program with the Jamestown School. We introduced the public to on-line catalogs and system-wide holds, created a web page that patrons can use to search the CLAN data base and also to reserve books from home, all the while maintaining our tradition of personal service.

## **GOALS, OBJECTIVES, ACTIVITIES**

**Goal I – The Jamestown Philomenian Library will continue to provide appropriate educational, civic and/or cultural programs in conjunction with other island organizations.**

### **OBJECTIVES**

By January 2001, the number of library sponsored and co-sponsored programs will increase by 10%.

### ***ACTIVITIES***

- Expand contacts with community organizations such as the Historical Society, the Jamestown Schools, and child care providers to develop programs around shared interests
- Meet with staff and Friends of the Library to plan programs targeting various age groups in the community
- Examine ways by which Friends of the Library could increase attendance at some traditional programs

**Goal II – Island residents will continue to recognize the Library as a central facility for information on community meetings and events.**

**OBJECTIVE #1**

By January 2001, the library web site will include a community calendar with a civic index and a weekly meeting/events schedule to facilitate planning by other community groups.

***ACTIVITIES***

- Change format of web site with professional help
- Provide additional training in HTML and web management for the Director
- Broaden outreach to community organizations to insure that updated, accurate information is listed on the Web site
- Provide sufficient support staff to enable professional staff to accomplish these activities

**OBJECTIVE #2**

By January 2001, the library will designate and maintain a community bulletin board.

***ACTIVITIES***

- Broaden outreach to community organizations to insure that updated, accurate information is listed on the bulletin board
- Review placement of bulletin boards and shelving throughout the library to free up suitable space

**Goal III – The residents of Jamestown will continue to find the library a place that facilitates lifelong learning.**

**OBJECTIVE #1**

By March 2001 the patrons of the Jamestown Library will receive additional instruction and training in the new technologies.

***Activities***

- Expand program of instruction for on and off line catalogs.

- Seek help from high school students to provide computer instruction for patrons in the use of CLAN and other library services
- Plan instructional programs for some target populations on the mornings when the library is closed
- Increase cooperation between the library and the Jamestown Schools by improving general computer skills through creation of a shared program of instruction for adults

## **OBJECTIVE #2**

By March 2002 the people of Jamestown will find specifically developed collections which are responsive to the community's needs.

### ***Activities***

- Host a series of genealogy workshops
- Expand the genealogy collection and include the use of the Internet
- Continue to improve the local history collection
- Monitor frequency of informational requests to strengthen reference materials in specific areas, for example, retirement issues, gardening, investments

## **OBJECTIVE #3**

By March 2001, the people of Jamestown will find programs directed at target populations identified as under-served.

### ***Activities***

- Initiate a book club for young adults and plan additional activities of interest to them
- Develop a caregiver-child book discussion group
- Establish a book discussion group at the senior center that includes historical and cultural material relevant to that age group
- Provide sufficient support personnel to meet the above goals

**Goal IV – The library will fulfill the community residents' expressed desire for current, popular recreational and informational materials in all formats, by making additional efforts to meet this demand.**

**OBJECTIVE**

By March 2001, the circulation of popular fiction in all formats will increase by 20%.

By March 2002, the circulation of quality non-fiction in all formats will increase by 10%.

***ACTIVITIES***

- Establish a rental book collection for high demand items
- Commit additional funds to audio and classic video collections
- Increase in-house displays to highlight new materials in print and non-print
- Implement a system that indicates interest level of juvenile non-fiction materials.
- Begin an electronic notification system of holds and overdues to streamline consumer access to materials
- Provide limited Sunday hours to insure access to the entire collection for working families and their children
- Increase staff to cover Sunday hours if necessary
- Provide clear, directional signage

To insure that the goals and objectives are being met, a review process will be carried out in December of each year that the plan is in effect. Although this is identified as a five-year plan, the objectives have been set for three years so that a more thorough review will be needed at the end of the third year. The members of this review panel will include but not be limited to, the Library Director and the Trustees in consultation with the Friends of the Library. If changes or additions are needed, this committee will supplement this plan.

Approved by Trustees with revisions – October 16, 1999